

STATEMENT OF WORK

TITLE, SERIES, GRADE

**Senior Advisor to the Administrator for Regional and State Affairs
AD-0301-15-10**

ORGANIZATION

**U.S. Environmental Protection Agency
Office of the Administrator
Office of Regional Operations
Office of Congressional & Intergovernmental Relations
Washington, DC**

TITLE AND GRADE OF SUPERVISOR

Associate Administrator, ES

STATEMENT OF RESPONSIBILITIES

The incumbent of this position serves as the Senior Advisor to the Administrator for Regional and State Affairs, with responsibility for ensuring the integration of Regional Office views and needs in the formulation of Agency and National policy and decision-making processes.

Advises the Administrator and Deputy Administrator on the involvement of Regions, or the consideration of regional views and needs, in all aspects of the Agency's work. In this capacity, serves as the Agency's primary link with the Regional Administrators. Assists in ensuring Regional participation in Agency decision-making processes, assessing the impact on Headquarters actions on Regional operations, and acting as ombudsman to resolve Regional problems on behalf of the Administrator/Deputy Administrator.

Represents the Agency at meetings with Headquarters and Regional Offices dealing with aspects of regional affairs. Provides information and advice concerning Office of Regional Operations activities and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between Headquarters and Regional Offices in striving to promote plans and programs of personal concern to the Administrator/Deputy Administrator and special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements and advises on course of action that should be taken.

Conducts ongoing liaison with Regional Offices to ensure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas. Acts as a source of information

for the Administrator and Deputy Administrator to keep them informed of significant happenings and trends related to regional issues.

Ensures the coordination and maintenance of the "Lead Region System" which enhances regional participation in Agency decision-making and serves as a champion/advocate for the Regions in obtaining information from Headquarters and Regional Offices to support decision-making.

Provides comprehensive advice to key Regional officials and identifies problem areas develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters relating to regional issues. Arranges for the implementation of specific policies and recommendations.

Oversees the Regional Science & Technology (RS&T) Program for which ORO is the National Program Manager (NPM). Oversees special studies and reports of particular concern or interest to the Administrator/Deputy Administrator. Oversees and identifies problems and developments and recommends solutions and specific policies in relation to the Regions, both immediate and long-term, to achieve the Administrator's goals and objectives.

Oversees the Regional Geographic Initiative (RGI) Program for which ORO is the National Program Manager (NPM). Oversees special studies and reports of particular concern or interest to the Administrator/Deputy Administrator. Oversees and identifies problems and developments and recommends solutions and specific policies in relation to the Regions, both immediate and long-term, to achieve the Administrator's goals and objectives.